



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

MEDICAL RECORDS TECHNICIAN

Class No. 003049

SENIOR MEDICAL RECORDS TECHNICIAN

Class No. 003055

■ CLASSIFICATION PURPOSE

To perform analysis of health information collected in medical records for technical completeness and accuracy to ensure compliance with current laws and regulations; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

The Medical Records Technician class series is a specialized clerical series responsible for maintaining and evaluating vital or patient medical records for technical completeness in accordance with current standards, laws and regulations. Positions in these classes are allocated to a medical records section of a County mental health clinic, public health vital records and statistics unit, acute care psychiatric/medical inpatient hospital or skilled nursing care facility in the Health and Human Services Agency or the Sheriff's Department.

Medical Records Technician: This is the journey level class in the Medical Records Technician class series. Under general supervision, incumbents evaluate contents of vital or patient medical records for technical completeness and accuracy in accordance with current standards, laws, and regulations.

Senior Medical Records Technician: This is the advanced journey/lead worker class of the series. Under direction, incumbents perform the more complex vital or patient medical record analysis and provide technical guidance and training to others involved in vital or patient medical records section activities. Incumbents may be assigned to supervise a small work group in a detention facility or vital records and statistics unit.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Codes and indexes diseases.
2. Evaluates contents of vital or patient medical records for technical completeness, accuracy and compliance in accordance with current standards, laws and regulations.
3. Compiles health information statistics for required hospital/clinical and/or regulatory agency reports.
4. Maintains vital or medical records filing systems and related indices.
5. Interprets laws, regulations, and facility's policies and procedures pertaining to vital or medical records.
6. Maintains confidentiality of medical or vital records.
7. Scans medical records for filming or imaging.
8. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Senior Medical Records Technician:

All of the functions listed above and:

1. Performs the more complex vital or medical records analyses.

2. Assists in planning and conducting orientation and in-service training programs for staff.
3. Assists in developing and implementing policies and procedures for maintenance of vital or patient medical records.
4. Assists in the preparation for audits of vital or medical records and health information by regulatory agencies and works with agency personnel to facilitate audit activities.
5. Performs special projects and attends committee meetings in the absence of the supervisor, manager, or chief.
6. Performs lead work activities.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal, state and local laws, regulations and standards pertaining to medical records,
- Confidential medical records processing procedures including court orders and subpoenas.
- Vital or patient medical records analyses and audit procedures to include coding and indexing of vital or in-patient medical charts and records.
- Medical terminology.
- Scanning and imaging systems and procedures.
- Telephone, office, and online etiquette.
- Courteous, respectful treatment of County employees, representatives of outside agencies and members of the public representing diverse cultures and backgrounds.

Senior Medical Records Technician (In addition to the above):

- Lead work and training.

Skills and Abilities to:

- Use computerized programs.
- Compile, check and verify numerical and other data and information to include basic statistical computation.
- Effectively interpret and communicate policies, procedures, standards and regulations.
- Operate various scanning/imaging and microfilming equipment.
- Establish and maintain effective working relationships with hospital staff, law enforcement personnel, patients, attorneys, regulatory agency personnel, and contractors.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Senior Medical Records Technician (in addition to the above):

- Develop solutions to ensure vital or medical records are in compliance with required documentation and maintenance standards, policies, procedures, laws and regulations.
- Provide technical training and guidance to others involved in vital or patient medical records maintenance and evaluation activities.
- Develop, organize and maintain patient and disease indices.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Medical Records Technician:

1. Two (2) years of recent experience as a Medical Records Clerk in the County of San Diego, or equivalent clerical experience working in a medical records department in a vital records and statistics unit, detention, hospital, mental health or skilled nursing facility.

Senior Medical Records Technician:

1. Two (2) years of recent experience as a Medical Records Technician in the County of San Diego or equivalent, working in a vital records and statistics unit, detention, acute care/psychiatric/medical inpatient hospital, medical clinic, mental health or skilled nursing facility, filing systems and related filing systems and evaluating vital or patient medical records for technical completeness in accordance with current standards, laws and regulations.

Note: One year of experience can be substituted with an associate of arts degree in medical records technology or health information technology from an accredited college, to be verified by transcripts or the possession of a current Registered Health Information Technician certificate from the American Health Information Management Association.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous: upward and downward flexion of neck. Frequent: standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials. Occasional: pulling and lifting files weighting up to 30 pounds above shoulder height.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

None required.

Certification/Registration

A typing certificate for 30 words per minute is desirable.

Working Conditions

Work involves interacting with hostile and emotionally distressed persons and being exposed to communicable diseases and other medical conditions. Incumbents may be required to work a variety of shifts including days, nights, weekends and holidays.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: September 5, 1972 (003049)

November 16, 1990 (003055)

Revised: August 23, 1995

August 20, 2000

September 10, 2001

October 19, 2001

August 30, 2002

Reviewed: Spring 2003

Revised: June 11, 2004

Revised: March 31, 2006

Medical Records Technician (Class No. 003049)
Senior Medical Records Technician (Class No. 003055)

Union Code: HS
Union Code: HS

Variable Entry: Y
Variable Entry: Y